



City of Columbus Job Description

Department: Community Development

Title: Community Development Programs Coordinator

Application Deadline: Tuesday, January 19, 5 pm.

FLSA: Exempt

Supervised By: Executive Director of Community Development & Administration

Supervises: Administrative Assistant & Special Events Coordinator

2016 Salary Range: \$34,222-48,888

General Summary: Under the direction of the Executive Director of Community Development & Administration, responsible for coordinating and managing community development programs throughout the City of Columbus and effectively communicating about programs, projects and goals of the department within city government and on behalf of the department to the community.

Specific Duties of the Position:

- performs the full range of duties assigned to the Community Development Programs Coordinator
- supervises events and administrative support staff
- manages the tax abatement application process and the tax abatement compliance process
- manages complex and difficult community program projects and activities
- works collaboratively with state, federal, and local agencies to further the goals of the Office of Community Development
- works collaboratively with consultants/contractors as well as state & federal to meet or surpass all compliance goals for community development and housing grants and funding
- develops, implements and supervises effective and efficient grant applications and processes
- coordinates effective communication of community development programs, projects and goals on behalf of the department.

Education and Experience: The ideal candidate will have a Bachelor's degree from an accredited college or university in public administration, business administration, finance, economics, marketing, public affairs or another related concentration or major, or an equivalent combination of training, education and experience. Experience with compliance in a regulatory environment highly preferred. Certified Economic Developer (CEcD) also desirable and may be achieved after employment at the City. Extensive project management experience preferred and experience collaborating with outside agencies on projects preferred.

Judgment: Exercises independent judgment & discretion in management of people and programs.

Relationships Responsibility: Reports to Executive Director of Community Development & Administration and supervises Administrative Assistant & Special Events Coordinator. Must effectively coach employees for continuous improvement and contribute to efficient and effective running of the office. Must be able to effectively represent the City while coordinating community development programs, work effectively with consultants/ contractors, and local employers and City Council members through the Tax Abatement process.

Working Conditions: Office setting. Normal hours are 8-5 M-F, during events working late and on weekends may be necessary. Must be able to attend City Council meetings as needed to present tax abatements.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by this position and may be changed at any time.

DATE ADOPTED: January 7, 2016

REVIEWED AND APPROVED: January 11, 2016

FORMATTED: January 7, 2016